

How to Print Certificates

For

Automated Certification

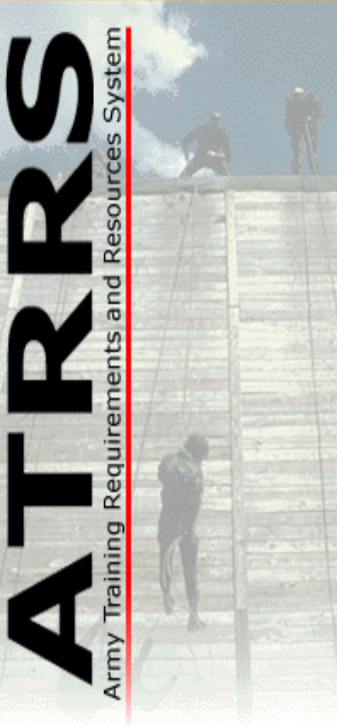
And

Defense Acquisition Corps

To access the Career Field Certification site:

<https://www.atrrs.army.mil/channels/acqtascfc/admi>

ACQTAS for Career Field Certification Log Off



Channels Logon


Monday, December 03, 2007, 09:53 ET

You have accessed a Department of Defense (DoD) computer system. Please read the [Privacy and Security Notice](#). If you are not an authorized ATRRS user, then you must leave this web site now.

ATRRS Logon ID

ATRRS Password

ATRRS Access Code



You are required to logon, since you will be accessing live real-time data from ATRRS Enterprise Server hosted by Director, U.S. Army Information Technology Agency (USAITA). Please enter your ATRRS Logon ID, ATRRS Password and ATRRS Access Code, then press the "Logon" button in the logon area above. If you are unsure what to enter and you are an ATRRS user, [click here](#) for a more detailed explanation. If you do not have a Logon ID and Password, [click here](#) to read how to obtain them.

[Privacy and Security Notice](#)

Enter your ATRRS logonID, password and access code. Press the "Logon" button to continue.

ACQTAS for Career Field Certification

Admin Functions

Manage Approving Authorities

Update Registrant Profile

Manage Certifications

Manage Applications

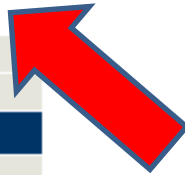
Update FAQ's

Generate Reports

Report main option list

Retrieve Student Profile

Fill out one or more fields below and click the 'Search' button to retrieve a registrant's profile information



Student Search	
SSN	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Student Email	<input type="text"/>
Supervisor Email	<input type="text"/>

Search

Click on the Admin Function “Manage Certifications”.

ACQTAS for Career Field Certification

Admin Functions

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Update Registrant Profile

Manage Certifications

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Generate Reports

Report main option list

Manage Certifications

Fill out the SSN field and click the 'Search' button to retrieve a list of the registrant's certifications.

Student Search

SSN

123

12

1234

Search

[Click here to search for the registrant profile](#)

[Questions? Problems? Suggestions? Please email us now.](#)

Click on the Admin Function “Manage Certifications”. Enter the SSN and click the “Search” button.

Admin Functions

Manage Approving Authorities

Update Registrant Profile

Manage Certifications

Manage Applications


Update FAQ's











Generate Reports

Report main option list

Student Certifications List

Fill out the fields for any given certification, click the checkbox next to it, and then click on the 'Update' button at the bottom of the page to update those certifications that are checked. Use the blank row at the bottom to add a new certification for this student.

To email a certificate, click on the appropriate Career Field link. To print a certificate, click on the  next to the appropriate Career Field.

Certifications List									
			Career Field	Level Achieved	First Name	MI	Last Name	Date Certified	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		CONTRACTING	I	test	t	test	Jan	01 1990
<input type="checkbox"/>	<input checked="" type="checkbox"/>		CONTRACTING	III	TEST	T	TEST	Feb	03 1992
<input type="checkbox"/>	<input checked="" type="checkbox"/>		PURCHASING	I	TEST	T	TEST	Jan	30
<input type="checkbox"/>	<input checked="" type="checkbox"/>		FACILITIES ENGINEERING	I	TEST	T	TEST	Jan	01 1990
<input type="checkbox"/>	<input checked="" type="checkbox"/>		FACILITIES ENGINEERING	II	test	t	test	Jan	01 1990
<input type="checkbox"/>	<input checked="" type="checkbox"/>		LIFE CYCLE LOGISTICS	I	TEST	T	TEST	Jan	29
<input type="checkbox"/>	<input checked="" type="checkbox"/>		LIFE CYCLE LOGISTICS	II	TEST	T	TEST	Feb	28
<input type="checkbox"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Update

Click on the Printer Icon to print the certificate.
The certificate will open in a new .pdf window.



Certified Acquisition Professional



Presented to

TEST T. TEST

in recognition of having achieved

Career Field Certification in career field

CONTRACTING

at

Level I on 1/1/1990

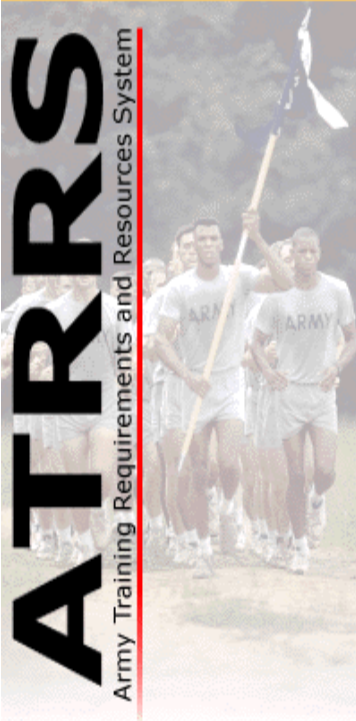


Frank J. Anderson, Jr.
President
Defense Acquisition University

To access the Defense Acquisition Corps site:

<https://www.atrrs.army.mil/channels/acqtasdac/admin/>

ACQTAS for Defense Acquisition Corps Log Off



Channels Logon


Monday, December 03, 2007, 11:38 ET

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ATRRS Logon ID

ATRRS Password

ATRRS Access Code



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[Privacy and Security Notice](#)

Enter your ATRRS logonID, password and access code. Press the "Logon" button to continue.

ACQTAS for Defense Acquisition Corps

Admin Functions

Manage Approving Authorities

Add Defense Acquisition Corps Membership

Manage Applications

Update Registrant Profile

Update FAQ's

Generate Reports

Report main option list

Retrieve Student Profile

Fill out one or more fields below and click the 'Search' button to retrieve a registrant's profile information



Student Search

SSN

First Name

Last Name

Student Email

Supervisor Email

Search

[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Click on the Admin Function “Add Defense Acquisition Corps Membership”.

ACQTAS for Defense Acquisition Corps

Admin Functions

Manage Approving Authorities

Add Defense Acquisition Corps
Membership

Manage Applications

Update Registrant Profile

Update FAQ's


Generate Reports

Report main option list

Search Membership Records

Fill out the SSN field and click the 'Search' button to retrieve a record of the registrant's membership.

Registrant Search			
SSN	123	12	1234
			<input type="button" value="Search"/>



[Questions? Problems? Suggestions? Please email us now.](#)

THIS WEBSITE IS FOR OFFICIAL USE ONLY

Enter the SSN and click the “Search” button.

Admin Functions

Manage Approving Authorities
Add Defense Acquisition Corps Membership
Manage Applications
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Registrant Membership Information

If no membership information exists, you can enter it into the fields below, and click the "Update" button. If a membership does exist, the membership date is displayed below. You are not able to change that date.

[Click here to email certificate to registrant](#)

	Name	SSN	Membership Date			Source	Date Entered	Last Updated
	TEST, TESTER T	123-12-1234	Jan	01	2007	ADMIN	5/8/2007	5/8/2007

Qualification Basis - Defense Acquisition Corps Checklist**Education Requirement: Baccalaureate Degree (Choose the first exception that applies to you)**

- ☒ Baccalaureate degree from an accredited educational institution.
- ☐ On 1 Oct 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.

Education Requirement: Credit Hours (Choose the first exception that applies to you)

- ☒ 24 semester credit hours from among the following disciplines: *accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing quantitative methods, and organization and management*
- ☐ 24 semester credit hours in the person's career field **and** 12 semester credit hours in the disciplines listed above in italics.
- Note: Credit hours within the person's career field may also satisfy the requirement for part or all of the 12 credit hours "in the disciplines listed above." The same hours may be used to meet both requirements.
- ☐ 24 semester credit hours in the person's career field **and** training equivalent to 12 semester credit hours in the disciplines listed above in italics.
- ☐ On 1 October 1991, had at least 10 years of experience in acquisition positions or in comparable positions in other government agencies or the private sector.

Certification

- ☒ Certified at Level II or above in an AT&L Career Field

Experience

- ☒ 4 years of service in an AT&L position either in the DoD or in a comparable position in industry or government (Up to 12 months of time spent pursuing a program of academic training or education in acquisition may be substituted for an equal amount of acquisition experience).

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